



**HEADQUARTERS**  
**NORTH CAROLINA WING CIVIL AIR PATROL**  
United States Air Force Auxiliary  
PO Box 2082  
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REPLY TO  
ATTN OF: Maj Richard G. Augur, DO

4 Jan 04

SUBJECT: NC Wing Flight Crew Information File (NCW FCIF) # 04-1: Outline

TO: NC Wing Pilots, Commanders, and Stan/Eval members

1. This letter outlines the policy and procedures regarding the FCIF and pilot requirements for documenting review of the FCIF. The FCIF contains safety and operational information pertinent to flight operations.
2. The NC DO (or designee) issues NC Wing FCIFs and is responsible for determining what information is contained in the NC Wing FCIF and how long it will remain in the NC Wing FCIF.
3. Pilot review of the FCIF is documented IAW established unit procedures and in the aircraft forms. The FCIFs will be maintained in the aircraft forms Section 6, "Wing/Region/Basing Information and other Specific Instructions". The NC Director of Operations and NC Wing Maintenance will coordinate to ensure FCIFs are posted in the aircraft forms. **Pilot in Command (PIC) certification of review of the FCIF and other sections will be documented in the aircraft forms as follows:**
  - A. The PIC will review ALL sections of the aircraft forms PRIOR to each flight.
  - B. In the "Rmks" (remarks) section of the NCWF 10A, Aircraft Utilization Log, the PIC will –
    1. Write the NUMBER of the latest FCIF (e.g. 04-04).
    2. Write the DATE of the latest entry on the Aircraft Discrepancy "Sqwak" sheet.
    3. Write the TACH TIME of the next oil change or 100 hour inspection due.
4. Pilots are required to be current on all NCW FCIFs prior to serving as an aircrew member (occupying a control seat). The Pilot in Command's completion of the NCWF 10 remarks section indicates that all pilots occupying a control seat on that flight have read the FCIF.
5. PIC certification requirements begin when this FCIF is placed in the aircraft forms.
6. Failure to comply with NCW FCIF procedural and documentation requirements will be dealt with on a case by case basis.
7. NCW FCIFs will be issued to Group Stan/Eval Team members, the Wing Maintenance Officer and posted on CAPNC.

Richard G. Augur, Maj, CAP  
Director of Operations

